

FISCAL YEAR 2004-05 BUDGET PLAN

I. EXECUTIVE SUMMARY

A. Agency Section/Code/Name:

Section 17 / H87 / South Carolina State Library

B. Statewide Mission:

The State Library's mission is to improve library services throughout the state and to ensure all citizens access to libraries and information resources adequate to meet their needs. As a vital educational resource for all South Carolinians, the State Library's programs and services have the potential to impact all information seekers. Today's extremely high-tech, fast-paced information climate makes it critical that citizens have access to information that leads to informed decision-making. The State Library provides such not only through direct delivery of services and resources (print and electronic), but also through indirect delivery of information through a well established and intricate partnership with public, K-12, and academic libraries across the state.

C. Summary Description of Strategic or Long-Term Goals:

(1) Provide information resources and services to meet the needs of the people of South Carolina.

The State Library seeks to:

- enhance DISCUS-South Carolina's Virtual Library;
- obtain funds to enhance the State Library's databases and collections (state budget reductions have completely eliminated the former state-funded materials budget);
- enhance the State Library's services to citizens with blindness and other disabilities that prevent the use of conventional print and electronic materials;
- promote an awareness of the information needs of these individuals to other libraries across the state;
- serve as the principal agent to advise, guide, and assist state government personnel and elected officials in their quest for information; and
- encourage remote use of the State Library's vast resources (print and electronic).

[See FY2002-2003 Accountability Report. Category 7 – Results, pp. 30-45]

(2) Provide statewide programs to support local library services.

The State Library seeks to:

- encourage public libraries to implement local strategic plans for the improvement of local library services;
- administer increased funding of State Aid to County Libraries;
- continually develop its administration of the federal grant program that addresses local public library programmatic and resource needs;
- obtain increased state funding for library programs of all types;
- increase participation for families and children in the statewide summer reading program;
- encourage strong children and young adult programming in public libraries;
- conduct a targeted staff development and continuing education program for the benefit of libraries, boards of trustees and State Library staff;
- develop alternative methods of delivering such;
- provide training and consultation on electronic information and organization of electronic information;
- assist public libraries in identifying sources of technical support and future technical/connectivity needs; and
- enhance the longevity of library collections.

[See FY2002-2003 Accountability Report. Category 7 – Results, pp. 30-45]

(3) Serve as an advocate for the contributions that libraries make to education in South Carolina.

The State Library seeks to:

- promote the adoption of policies and legislation that increase citizen access to information;
- develop promotional efforts that highlight the educational and economic worth of libraries to citizens and to local and state governments and that promote State Library services, programs and collections; and
- promote library services and reading statewide through collaborations with other key educational, cultural, literary and information technology focused organizations.

[See FY2002-2003 Accountability Report. Category 2 – Strategic Planning, pp. 18-20]

(4) Encourage cooperation among libraries of all types.

The State Library seeks to:

- expand and strengthen interlibrary loan practices in public libraries;
- encourage cooperative procurement of electronic information products by libraries statewide;
- encourage cooperation among the state's academic libraries;
- encourage the digitization of the state's historical documents; and
- cooperate with other agencies within the State's information and telecommunications infrastructure to ensure that libraries are included in all statewide initiatives.

Summary of Operating Budget Priorities for FY 2004-05:		FUNDING					FTEs			
		State Non- Recurring	State Recurring	Federal	Other	Total	State	Fed.	Other	Total
Priority No.: 4	Title: Talking Books – Digital Recording	15,000	0	0	0	\$15,000	0	0	0	0.00
Strategic Goal No. Referenced in Item C Above (<i>if applicable</i>): Strategic Goal I										
TOTAL OF ALL PRIORITIES		\$15,000	\$4,242,628	\$ 0	\$ 0	\$4,257,628	0.00	0.00	0.00	0.00

E. Agency Recurring Base Appropriation:

State \$ 6,767,490
Federal \$ 2,199,144
Other \$ 1,630,000

F. Efficiency Measures:

The State Library has a proud tradition of providing quality customer service. Agency activities are described on pages 20-23 of the agency's Accountability Report at web site <http://www.state.sc.us/scsl/pubs/acrepind.html>.

Sixty-five percent (65%) of the agency's state funded budget is appropriated to provide aid to public libraries, thirteen percent (13%) is designated specifically for rents paid to the Office of General Services, twenty percent (20%) is needed for salaries and fringe benefits, leaving only two percent (2%) or \$139,951 for all other agency operating expenses.

Ever cognizant that its actual operating budget is extremely inadequate, the State Library weighs each expenditure against how it impacts the agency's overall ability to meet its mission and goals.

The agency has seven FTE vacancies that cannot be filled due to the current budget situation. To better address the needs of our customers and to make the most of an inadequate staffing situation, on January 1, 2003 the agency implemented a major internal reorganization. It realigned the management staff and created job responsibilities that cross departmental lines. Even with this monumental effort, the State Library's fiscal situation has still reached the point where it is no longer possible to redirect resources without negatively impacting or, in

some cases, totally derailing existing and planned initiatives. Staff cannot be stretched any further. Many are already performing the tasks that constitute what were once two or three separate positions.

Were it not for federal guidelines that allow the agency to fund, with federal dollars, specific programs and services that directly benefit the state's citizens, the State Library budget deficit situation would have already made its continued operation virtually impossible.

G.

Summary of Capital Budget Priorities: (N/A)			Additional State Funds	Previously Authorized State Funds	Total Other Fund Sources	Project Total
Priority No.:	Project Name:	Project No*:	0	0	0	\$ 0
Priority No.:	Project Name:	Project No*:	0	0	0	\$ 0
Priority No.:	Project Name:	Project No*:	0	0	0	\$ 0
Total of All Capital Budget Priorities:			\$ 0	\$ 0	\$ 0	\$ 0

* If applicable

H. Number of Proviso Changes:

(N/A)

I. Signature/Agency Contacts/Telephone Numbers:

James B. Johnson, Jr.
Director
734-8656

Guynell Williams
Deputy Director
734-4619

Karen L. Wicker, CGFO
Director of Finance and Business Operations
734-8667

II. DETAILED JUSTIFICATION FOR FY 2004-05 OPERATING BUDGET PRIORITIES

A. Agency Section/Code/Name:

Section 17 / H87 / SC State Library

B. Priority No. 1 of 4

C. (1) Title:

Legislative and Governmental Research Service

(2) Summary Description:

To enhance and promote the agency's research services to state government by creating a special "South Carolina Legislative and Governmental Research Service" section.

(3) Strategic Goal/Action Plan (*if applicable*):

Strategic Goal I (Provide information resources and services to meet the needs of the people of South Carolina) / Agency proposes to accomplish goal of providing information services to state government agencies by creating a legislative and governmental research service. This is an enhancement to existing services which are discussed on p. 31-32 of the FY 2002-2003 Accountability Report.

D. Budget Program Name and Number:

III. Library Services / 30000000

E. Detailed Justification for Funding

(1) Justification for Funding Increase:

The South Carolina State Library proposes to enhance and promote our research services to state government by creating a special "South Carolina Legislative and Governmental Research Service" section within the Information Services department. Its purpose would be to provide timely, confidential, nonpartisan, objective research on legislative, policy, and public administration issues to the Governor's Office, General Assembly, and top agency officials. The staff would provide written reports and memoranda, bibliographic searches, delivery of books and articles (both printed and electronic), consultations, and seminars or workshops, as well as quick factual answers.

The South Carolina Legislative and Governmental Research Service section would work closely with the Governor's Office, legislators, staffs of legislative committees, research divisions of state agencies, and public and private organizations and institutes that study state policy issues. It would also monitor and disseminate research on trends and issues produced by the National Conference of State Legislatures, Council of State Governments, National Governors Association, and other national and regional organizations.

Centralized research services would be cost effective for state government. Many staff hours are now being spent by agency and legislative employees seeking information on the Internet or from other sources. Professional reference librarians have advanced skills in Internet and database searching and are knowledgeable about alternative sources of reliable information. Our service would be promoted heavily to the Governor's Office, General Assembly and its staff, and to top agency officials. Dedicated telephone and computer lines would provide quick access to the South Carolina Legislative and Governmental Research Service staff.

The South Carolina Legislative and Governmental Research Services section would allow the State Library to expand from providing short factual answers and searches for books and articles on specified topics to providing extensive research services. Our current staff of professional librarians would continue to serve state employees and to assist the reference staff of public libraries statewide with meeting the information and research needs of all citizens using local public libraries. Various established mechanisms for information delivery (i.e., telephone, e-mail, fax, and Interagency Mail Service, and a fully staffed reference desk during business hours for those wanting to pick up materials) ensure that customers receive needed resources in a timely manner. The State Library houses a comprehensive collection of South Carolina state documents, federal documents, and other printed materials and electronic databases for use in research. Through cooperative agreements with other libraries around the nation, staff also have access to resources that otherwise would not be available. The Information Services department currently offers basic-level research assistance to members of the General Assembly and their staffs and to all full-time permanent employees of state agencies, including the Governor's Office.

The table below indicates a timeline of how quickly this new program could be put into place:

<i>Quarter</i>	<i>Activity</i>
July – September 2004	<ul style="list-style-type: none"> ▪ Hire three professional librarians with research experience and Master of Library Science degrees from an American Library Association-accredited institution ▪ Survey potential users to determine the areas in which research services are most needed ▪ Develop partnerships with research staffs at the Governor’s Office, the General Assembly, agencies, and university institutes
October – December 2004	<ul style="list-style-type: none"> ▪ Begin offering introductory workshops to selected agencies and legislative staff ▪ Begin offering and promoting service to selected agencies and legislative staff ▪ Evaluate need for and purchase any additional research materials and/or equipment
January- June 2005	<ul style="list-style-type: none"> ▪ Offer and promote service to the General Assembly ▪ Offer and promote service to all state agencies ▪ Evaluate usage

(2)

FY 2004-05 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					
(a) Number of FTEs*	0	0	0	0	0.00
(b) Salary	0	105,000	0	0	\$105,000
(c) Fringe Benefits	0	26,250	0	0	\$26,250
Program/Case Services	0	0	0	0	\$ 0
Pass-Through Funds	0	0	0	0	\$ 0
Other Operating Expenses	0	50,000	0	0	\$50,000
Total	\$ 0	\$181,250	\$ 0	\$ 0	\$181,250
<i>* If new FTEs are needed, please complete Section F (Detailed Justification for FTEs) below.</i>					

(3) Base Appropriation:

State	\$ 598,997
Federal	\$ 1,101,996
Other	\$ 0

(4) Is this priority associated with a Capital Budget Priority? No If so, state Capital Budget Priority Number and Project Name: _____.

F. Detailed Justification for FTEs **(N/A)**

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Salary					\$ 0
(c) Fringe Benefits					\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Salary					\$ 0
(c) Fringe Benefits					\$ 0

(3) FTEs in Program Area per FY 2003-04 Appropriation Act:

State _____
Federal _____
Other _____

Agency-wide Vacant FTEs as of August 31, 2003: _____

% Vacant _____%

G. Other Comments:

The South Carolina Legislative and Governmental Research Service could greatly enhance the ability of the Executive and Legislative Branches of government to conduct research necessary for vital decision-making. Rather than gathering summary information to assist in developing solutions to the many challenging matters confronting our state, state government and legislative bodies could have at their disposal, a professional research team capable of gathering fact-based detailed information for real-time and long-range planning. This is a service that can only be described as an investment in good government for the people of South Carolina.

II. DETAILED JUSTIFICATION FOR FY 2004-05 OPERATING BUDGET PRIORITIES

A. Agency Section/Code/Name:

Section 17 / H87 / SC State Library

B. Priority No. 2 of 4

C. (1) Title:

Aid to County Libraries

(2) Summary Description:

To increase State Aid to County Libraries to \$2.00 per capita (based on the 2000 census) with a minimum grant of \$40,000 per county.

(3) Strategic Goal/Action Plan (*if applicable*):

Strategic Goal II (Provide statewide programs to support local library services) / Agency proposes to accomplish this goal by increasing state funding to county public libraries. Public libraries are mentioned throughout the FY 2003-2004 Accountability Report. State funding for public libraries is represented by a chart on p. 43. This chart shows the dramatic decline in state funding since FY 01.

D. Budget Program Name and Number:

IV. Library Development / 35010000

E. Detailed Justification for Funding

(1) Justification for Funding Increase:

In FY 01, the State Library and public library supporters were successful in securing a General Assembly increase in State Aid to County Libraries of \$2 per capita with a minimum grant of \$40,000 per county. This achievement came after a five-year campaign (\$2 for 2000) by the State Library and the Association of Public Library Administrators (APLA). At the inception of this campaign, State Aid to County Libraries was funded at \$1.05 per capita with a minimum grant of \$15,000 per county. However, this accomplishment was short-lived. At the end of FY 01, a 1% across-the-board budget reduction reduced public library funding to \$1.98 per capita. This was followed by the FY 02 Appropriations Act where the State Library's budget was reduced by 11.32% that resulted in a reduction of State Aid to \$1.76 per capita. Additional FY 02 mid-year reductions

totaling 6.52% resulted in State Aid being further decreased to \$1.63 per capita. Then, the General Assembly's FY 03 adoption of the 2000 census figures for State Aid distribution resulted in the coupling of a reduced appropriation with higher census numbers which led to State Aid being funded at just \$1.17 in FY 03. The FY 04 Appropriations Act further reduced State Aid to \$1.01. The September 2003 1% budget sequestration once again caused State Aid to suffer another hit, and it is now at \$1.00 per capita, five cents less than it was when the \$2 for 2000 campaign began in FY 95. This represents a devastating downward trend in aid to county libraries.

State Aid is 100% pass through to county libraries. The State Library levies no overhead charges. Quality public library services play a vital role in the lifelong education of all South Carolinians. In many cases, especially in rural South Carolina, public libraries are the only outlet for those interested in educational opportunities outside of formal educational programs that require some level of personal financial investment for access. Public libraries are also where students, of all ages, turn for assistance after school and weekends for access to research and informational resources. According to a National Center for Education Statistics study, fully 60% of public library users are youth: 37% are children and 23% are teenagers. Additionally, public libraries also serve as the "school library" for the state's estimated 10,000 to 12,000 home-schoolers. Public libraries are an essential component of the state's educational infrastructure, but unfortunately are not recognized as such. The General Assembly in Act 564 of 1978 stated that public libraries "...merit the continued support of state and local government." Yet, while funding for K-12 and higher education increased in recent years, funding for the one educational institution that benefits everyone, the public library, has been cut nearly 50% since May 2000. **The state spends thousands of dollars on K-12 and higher education for each student, but spends ONLY \$72 for a lifetime of public library service that benefits everyone—student, parent, teacher, business professional, senior citizen, and more.**

An example of how a public library can change one's life occurred at the Berkeley County Library, where the librarian reports the following:

"Several years ago, a grandmother brought her special needs granddaughter to the Moncks Corner Library to get her first library card (I will call her Francesca to retain her privacy). Francesca has Downs Syndrome and her family had no hopes of her ever learning to read. She was about 12 years old at the time. She was so excited to have her first library card and to check out some of our juvenile board books that she begged her grandmother to bring her back for more. Their visits to our headquarters library became a regular event and Francesca became a special friend to all of our staff. She looked forward to her visits every week and gradually was able to move on to juvenile easy readers and began to read! Her grandmother then enrolled her in our Summer Reading Club and she finished the program, earning her first "medal" of achievement. Francesca was so proud of her medal that she wore it constantly. We were so proud of her that we created a special Summer Reading Club award of "Most Improved Reader" and gave her a certificate and

a special prize. Francesca is now about 15 years old and has learned to use our public access computers in addition to reading. Her visits have given her a much-needed social outlet and a sense of accomplishment that is priceless.

The cuts in State Aid to our Library since the 2001/2002 Fiscal Year now total around \$113,000 per year, taking us back to 1985 funding levels. We have had no budget for audiovisual materials for three years. We have had to cancel all nine of the online database subscriptions we once had. Our juvenile book budget (for children from infants through sixth grade) has been reduced from \$85,000 in FY 2001/2002 to \$56,950 in the current 2003/2004 Fiscal Year, which represents a loss of roughly 1/3 of our original budget. Board books and juvenile easy readers circulate literally hundreds of times and are not withdrawn until they are damaged beyond use because we lack the funds we once had to replace them. We can't explain to Francesca in a way she can understand why we don't have as many bright, inviting books as we used to have, and why all of our books are worn beyond attractiveness. Children like Francesca deserve better and we are continually letting them down. And it doesn't get better: the cuts continue year after year after year, with little hope of a financial rebound anytime soon."

South Carolina does not fund its public libraries anywhere near the Southeastern average of \$1.84. South Carolina ranks sixth among the Southeastern states. Local funding is extremely low in many rural counties, often barely enough to keep the doors open. Without an adequate level of state funding, many local libraries struggle, and will continue to struggle, to provide the bare essentials. In fact, the State Library has observed a decline in the number of hours that libraries are open in rural South Carolina due to declining budgets. Closed public library doors means less access for citizens.

South Carolina's children need all the assistance they can get to enable them to enter school ready to learn. Our children lag behind children in other states in many readiness indicators. Public libraries are stretched to the limit as they try to provide a wide range of services and programs targeted to children. Many programs are designed to introduce children to the joys of reading and to encourage children and their parents to make reading a daily event in their lives—a habit that can endure a lifetime and lead to a wealth of well-educated and productive citizens for our state. During summer months, public libraries provide many programs to keep children engaged in learning so they will maintain their reading proficiency. There have been many new reading initiatives throughout the state, but public libraries were providing reading programs long before it became fashionable to talk about reading readiness. During the school year, as well as year round, public libraries offer children a safe environment in which to study and conduct research.

South Carolina's public libraries continue to rank poorly on a number of major indicators, such as:

	South Carolina	National	Ranking
Books circulation per capita	4.5	6.5	43
Books available per capita	2.1	2.8	40
Magazine per 1,000 population	5.0	7.2	35
FTEs per 25,000 population	9.6	12.2	38
Total funding per capita	\$18.90	\$30.02	42

South Carolina's public libraries continue to provide quality service in spite of low funding and resources. An example can be found in the statistics for reference transactions per capita. Even with the low resources mentioned above, South Carolina's public libraries rank 15th in this area, equaling the national average of 1.1 reference transactions per capita.

According to an independent study using statistics from the National Center for Education Statistics, South Carolina's public libraries rank 49th in the country. While South Carolina takes pride in recent increases in student test scores, it should be greatly concerned that the one local agency that benefits all students continues to languish at the bottom. South Carolina can do better. South Carolina must do better. Ranking 49th is unacceptable. While the State Library and public library directors statewide are extremely proud that the Richland County Public Library was named Library of the Year in 2001, we are also dismayed and deeply concerned that many other county libraries are having trouble just keeping the doors open.

An estimated 52% of South Carolinians have a public library card—their ticket to lifelong learning. This high percentage indicates that South Carolinians value and use their public libraries. What other public service reaches so many people? Increased state funding will enable public libraries to provide:

- programs that instill in children the lifelong desire to read and learn
- new parents with information on the importance of reading to their babies and with basic information on parenting skills
- resources to help parents take an active role in their children's development
- resources for child care centers
- a safe environment for children to learn
- safe Internet access for all South Carolinians

- a forum to become true community information centers
- valuable information to the business community for support of economic development
- consumer health information for a healthier South Carolina

South Carolina's public libraries are located throughout the state with a system of 46 county or regional library headquarters, 140 branches and 35 bookmobiles. A significant increase in state funding, commensurate with the state's commitment to K-12 and higher education, will enable public libraries move to a higher lever for the provision of world class public library services to all South Carolinians. Without this state's commitment to make public libraries an educational funding priority, one of the state's most valuable service entities, the public library, will continue to struggle just to maintain its current national rankings. The requested \$3,761,378 must be considered another vital investment opportunity for the State of South Carolina in the education of **ALL** its citizens.

(2)

FY 2004-05 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					
(a) Number of FTEs*	0	0	0	0	0.00
(b) Salary	0	0	0	0	\$ 0
(c) Fringe Benefits	0	0	0	0	\$ 0
Program/Case Services	0	0	0	0	\$ 0
Pass-Through Funds	0	3,761,378	0	0	\$3,761,378
Other Operating Expenses	0	0	0	0	\$ 0
Total	\$ 0	\$3,761,378	\$ 0	\$ 0	\$3,761,378
<i>* If new FTEs are needed, please complete Section F (Detailed Justification for FTEs) below.</i>					

(3) Base Appropriation:

State	\$ 4,602,115
Federal	\$ 715,057
Other	\$ 1,600,000

(4) Is this priority associated with a Capital Budget Priority? No If so, state Capital Budget Priority Number and Project Name: _____.

F. Detailed Justification for FTEs (N/A)

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Salary					\$ 0
(c) Fringe Benefits					\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Salary					\$ 0
(c) Fringe Benefits					\$ 0

(3) FTEs in Program Area per FY 2003-04 Appropriation Act:

State _____
Federal _____
Other _____

Agency-wide Vacant FTEs as of August 31, 2003: _____

% Vacant _____%

G. Other Comments:

Public libraries play a vital role in the education of all South Carolinians – particularly its children. As such, it is appropriate that public libraries be exempt from across-the-board budget reductions just as K-12 education and higher education have been in the past. During times of economic downturn, more families turn to the public library. Public libraries are a critical element in the educational infrastructure of South Carolina. It is important that they be recognized and funded as such. Public libraries need to be open with adequate resources at times when people can visit them. Reduced hours due to budget reductions limit the effectiveness of our public libraries. Fewer new materials also lessen their effectiveness.

South Carolina state government needs to emulate the actions of a four-year-old Pickens County boy who fell in love with his public library. He and his mother visited the library every week. When it came time for his birthday, he asked his friends not to give him presents but to bring \$5 to his birthday party for a library fund. After his party, he contributed the \$142 he collected to the Pickens County Library for children's books. What a wonderful testimony to the power of the public library to instill a love for reading and even civic pride in our youngest citizens. The public library is a resource that must not be neglected.

II. DETAILED JUSTIFICATION FOR FY 2004-05 OPERATING BUDGET PRIORITIES

A. Agency Section/Code/Name:

Section 17 / H87 / SC State Library

B. Priority No. 3 of 4

C. (1) Title:

Library Materials

(2) Summary Description:

To provide \$300,000 for library materials

(3) Strategic Goal/Action Plan (*if applicable*):

Strategic Goal I (Provide information resources and services to meet the needs of the people of South Carolina) / Purchase materials for library's materials collection.

D. Budget Program Name and Number:

III. Library Services / 30000000

E. Detailed Justification for Funding

(1) Justification for Funding Increase:

The South Carolina State Library provides statewide reference and interlibrary loan services that supplement local public library collections and services. Books, journal articles, and other materials are loaned to other South Carolina libraries for direct access by South Carolina's citizens. The majority of these loans (82% in FY 02) were made to public libraries. For example, 1,274 books and journal articles were loaned/supplied to residents in Lexington County by the State Library in FY 03, 1,180 to Horry County, 1,016 to ABBE Regional Library, 856 to Oconee County, and 772 to Chesterfield County. Small and medium sized public libraries, most of which do not have sufficient local budgets for collection development, make extensive use of the State Library's collections and its interlibrary loan services. Without such, many of their library users would not have access to certain requested materials.

The State Library loaned a total of 19,312 items to South Carolina libraries in FY 03, of that number, 14,811 items were sent to public libraries. Recent data from SOLINET, a library network for the southeast region, indicates that all other South Carolina libraries combined (university, college, TEC, public, and other libraries) provided a total of just 5,703 loans to public libraries in FY 03 – less than one-third of what the State Library provided. Clearly, without the State Library many of South Carolina's citizens would be denied ready access to library materials unavailable directly from their local public library collections and which in many instances are also unobtainable through other South Carolina libraries due to various lending restrictions. If libraries had to purchase the materials borrowed from the State Library's collections, it would cost them at least \$1 million annually. As such, it is far more cost effective and materials and collections can be made available to far more citizens through the funding of an adequate materials budget for the South Carolina State Library.

Last year, the staff of the State Library conducted a study of the content of the library's collection and its use. A report containing recommendations for the future development of the State Library's collection was written. The report identified the financial challenges of developing a well-balanced up-to-date collection of books, journals, and electronic databases that can continually meet the information needs of citizens across the state and state government officials and employees – the other principal constituency of the State Library. The report recommends that more specific budget allocations be established for certain collection categories and identifies some of the most heavily used subject areas that by their very nature mandate consistent development. They are business and management, applied technology, popular medicine, North American history, social and political sciences, and the South Carolina collection. These recommendations were implemented in July 2003.

The average cost of a hardcover book is now priced at \$59.80, an average trade paperback \$29.42, and the average journal subscription price for 2002 was \$282 (Bowker Annual; Library and Book Trade Almanac, 2003 edition). The annual subscription price for the State Library's provision of access to The State newspaper database is over \$6,400. This particular newspaper database is a heavily used and very popular electronic resource for state government employees and officials, school students of all ages, and information seekers from across the state.

As a result of FY 02 and FY 03 budget cuts, the agency now has **zero** state appropriated dollars available to purchase library materials. It is using federal dollars to essentially maintain print and electronic subscriptions and to purchase a very modest amount of other types of materials to update and enhance its collections.

Therefore, to meet the statewide need outlined above and to ensure that the State Library is able to continue to provide resources adequate to meet the informational needs of the state's citizens, the State Library requests \$300,000 in state funding to maintain a useful collection of materials and resources. These funds are essential and necessary if the State Library is to fulfill its legally defined mission to "... maintain appropriate collections of library materials in any format considered

necessary to supplement the collections of other libraries in the State and to meet the research and information needs of the General Assembly, state officers and agencies, and state government employees.” Without this funding, the State Library will continue to be severely crippled in meeting the informational needs of its various customers, especially the small and medium sized public libraries of the state—which serve many of the state’s most economically disadvantaged populations. \$300,000 in state funding would allow the State Library to fully implement its targeted collection development plan for meeting the informational needs of citizens across South Carolina. As noted above, the State Library, through its interlibrary loan program that delivers materials and resources to citizens, already provides annually at least \$1 million in value to libraries. An adequately state funded materials budget would ensure continuation of this vital service.

(2)

FY 2004-05 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					
(a) Number of FTEs*	0	0	0	0	0.00
(b) Salary	0	0	0	0	\$ 0
(c) Fringe Benefits	0	0	0	0	\$ 0
Program/Case Services	0	0	0	0	\$ 0
Pass-Through Funds	0	0	0	0	\$ 0
Other Operating Expenses	0	300,000	0	0	\$300,000
Total	\$ 0	\$300,000	\$ 0	\$ 0	\$300,000
<i>* If new FTEs are needed, please complete Section F (Detailed Justification for FTEs) below.</i>					

(3) Base Appropriation:

State	\$ 598,997
Federal	\$ 1,101,996
Other	\$ 0

(4) Is this priority associated with a Capital Budget Priority? No If so, state Capital Budget Priority Number and Project Name: _____.

F. Detailed Justification for FTEs (N/A)

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Salary					\$ 0
(c) Fringe Benefits					\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Salary					\$ 0
(c) Fringe Benefits					\$ 0

(3) FTEs in Program Area per FY 2003-04 Appropriation Act:

State _____
Federal _____
Other _____

Agency-wide Vacant FTEs as of August 31, 2003: _____

% Vacant _____%

G. Other Comments:

The State Library has never been an adequately funded agency. Its materials budget has always been insufficient to purchase the scope of informational resources required by our users. Nevertheless, over a span of several years, the agency's materials budget reached the \$300,000 level. This current budget request seeks to return to and at least maintain the \$300,000 level. This amount of funding, coupled with the agency's new collection development plan, would allow the agency to stem the backward trend of materials funding and ensure its ability to meet today's current needs. Without it, the agency's materials collections will soon become dated and inadequate to meet even current informational demands of citizens. The state must offer its citizens an accurate, up-to-date informational collection. With public library local budgets declining, it is extremely important that the State Library be able to supplement public library collections. If citizens are denied basic information because local libraries can not afford to purchase materials and because the South Carolina State Library is also inadequately funded as well, the state's overall goal of producing an informed and productive citizenry will not be met.

II. DETAILED JUSTIFICATION FOR FY 2004-05 OPERATING BUDGET PRIORITIES

A. Agency Section/Code/Name:

Section 17 / H87 / SC State Library

B. Priority No. 4 of 4

C. (1) Title:

Talking Book Service – Digital Recording

(2) Summary Description:

To meet national standards by converting recording studio equipment from analog to digital format.

(3) Strategic Goal/Action Plan (*if applicable*):

Strategic Goal I (Provide information resources and services to meet the needs of the people of South Carolina) / Purchase necessary equipment to convert to digital format.

D. Budget Program Name and Number:

II. Talking Book Service / 15000000

E. Detailed Justification for Funding

(1) Justification for Funding Increase:

The State Library's Talking Book Service provides library services to over 8,000 South Carolinians unable to use conventional print and other conventional formats due to a visual or physical disability. The agency serves as a regional library in the Library of Congress, National Library Service for the Blind and Physical Handicapped (LC) nationwide network of libraries serving this special population. LC provides specialized playback equipment to these customers and the majority of reading materials (audio books and magazines, referred to as "talking books").

The national program only records materials about South Carolina when it deems a title of national importance (an example is Pat Conroy's My Losing Season). The State Library must produce South Carolina materials for the state's talking book readers. The State Library has a recording program that uses volunteer narrators to record books and magazines of local interest. It maintains and operates an in-house recording studio that uses analog technology. The LC has converted its

program to a digital format. To ensure compatibility with LC standards and to provide better quality recordings for South Carolina's talking book readers, the South Carolina State Library requests \$15,000 in one-time funding to convert the State Library's recording capabilities to digital.

The South Carolina State Library has a proud history of consistently meeting the national LC standards for library programs serving citizens with blindness and other physical disabilities. \$15,000 in one-time funding will allow the agency to continue this trend and to join the many other state libraries that have already moved forward with conversion of outdated in-house analog recording studios.

(2)

FY 2004-05 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					
(a) Number of FTEs*	0	0	0	0	0.00
(b) Salary	0	0	0	0	\$ 0
(c) Fringe Benefits	0	0	0	0	\$ 0
Program/Case Services	0	0	0	0	\$ 0
Pass-Through Funds	0	0	0	0	\$ 0
Other Operating Expenses	15,000	0	0	0	\$15,000
Total	\$15,000	\$ 0	\$ 0	\$ 0	\$15,000
<i>* If new FTEs are needed, please complete Section F (Detailed Justification for FTEs) below.</i>					

(3) Base Appropriation:

State	\$ 12,000
Federal	\$ 128,940
Other	\$ 25,000

(4) Is this priority associated with a Capital Budget Priority? No If so, state Capital Budget Priority Number and Project Name: _____.

F. Detailed Justification for FTEs (N/A)

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Salary					\$ 0
(c) Fringe Benefits					\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Salary					\$ 0
(c) Fringe Benefits					\$ 0

(3) FTEs in Program Area per FY 2003-04 Appropriation Act:

State _____
Federal _____
Other _____

Agency-wide Vacant FTEs as of August 31, 2003: _____

% Vacant _____%

G. Other Comments:

Without this equipment, the agency will not be able to meet national standards for providing a recording program for citizens with blindness and other physical disabilities that make the use of conventional informational materials difficult or impossible. Further, the agency will not be compatible with the national recording program of the Library of Congress, which would severely limit its ability to match service levels of other state libraries in the nationwide LC network.

TOP THREE PRIORITIES (Core Mission)

- A. Agency Name and Number: SC State Library H87
- B. Priority Number 1 of 3
- c. Program:

LIBRARY DEVELOPMENT

Program Description:

The South Carolina State Library is authorized under Title 60, Code of Laws of South Carolina 1976. The Library Development Services Department provides services under Section 60-1-80 (State Library to provide assistance to public libraries and county governments), 60-1-90 (Administration of state and federal grants to public libraries), 60-1-110 (State Library to assist libraries of state institutions), and 60-1-160 (State Library to receive statistical reports from libraries).

- D. Detailed Justification for Ranking:

Library Development Services is charged with the development and improvement of public library services throughout the state. General funds for Library Development Services total \$4,602,115 or 68% of state-appropriated dollars. Likewise, it is responsible for \$715,057 or 33% of federal dollars administered by the State Library. This program affects public library services in a number of ways:

Library Development consultants provide information, suggest and discuss possible courses of action, and lend assistance and support to public library directors and staff; trustees; Friends groups; state and local governmental officials, and library and other organizations. Advice and assistance are provided on a number of topics including, but not limited to, planning for new library construction, budget management, personnel management, fundraising, children's services, collection development, automation and electronic resources, grants application processes and library legislation.

Library Development consultants manage state and federal grant programs to assist local libraries in improving services through projects that invest in education, access, technology, tools for the future, preservation of local history, and promotion of local community values and diversity.

A children's consultant provides expertise and guidance that assists public libraries and other organizations with improvement of library services and programs for children statewide. Activities include consulting, grants administration, continued development of summer reading programs, and early literary and school readiness programs.

A continuing education consultant administers a continuing education and staff development program designed to enhance the skills of local library staffs in a variety of areas and those of state government employees in making the most effective use of library services to enhance their job performance and delivery of state services to citizens.

Library Development consultants assist public libraries with the planning, design, and construction of library buildings. The early retirement, due to a devastating illness, of a veteran library development staff member has necessitated the training of a new staff member for this area of consulting. She is rapidly developing a specialty in this high demand area.

Library Development consultants are involved in every aspect of public library development. Their expertise is especially crucial to small and medium sized libraries. The Library Development Services program is critical to the overall success of public libraries in South Carolina, and thus, to the delivery of information services to citizens.

E. Percentage that Priority 1 of 3 is of the Agency's Total Budget 68%

TOP THREE PRIORITIES (Core Mission)

- A. Agency Name and Number: SC State Library H87
- B. Priority Number 2 of 3
- C. Program:

LIBRARY SERVICES

Program Description:

The South Carolina State Library is authorized under Title 60, Code of Laws of South Carolina 1976. The Library Services area, which includes Information Services, Collection Management Services, and Network Services, provides services under Sections 60-1-70 (State Library to provide research services to General Assembly and others), 60-1-80 (State Library to provide assistance to public libraries and county government), 60-1-130 (State Library to promote cooperation among governmental bodies and libraries for the sharing of resources), 60-1-140 (State Library to establish statewide library network), and 60-2-20 (State Library as official state depository of all state publications).

- D. Detailed Justification for Ranking:

Information Services' reference librarians assist customers in locating information to meet their needs. They conduct complex searches in response to questions from state government employees and, upon referral from local libraries, the general public. Information services staff continuously develop web pages that enable the public to make effective use of the vast amount of information available on the Internet. Specialized web pages such as the Services to State Government Section provide organized links to essential information that assists state government employees in meeting the needs of citizens. Another site, SConnects@theLibrary assists public librarians in providing useful content links for all local library users. The site includes selected links to informational web sites in topical areas such as education, business, government and general reference. There are also carefully selected special content links for children and teens.

Information Services administers DISCUS—South Carolina’s Virtual Library, which provides all South Carolinians with equal access to essential information and electronic learning resources. DISCUS provides subscription databases that are accessible from the Internet in all of the state’s public libraries, public school libraries and classrooms, and public and private colleges. Additionally, all DISCUS resources are available from home or office Internet accounts twenty-four hours a day, seven days a week.

The Information Services staff selects materials for the library’s collection and manages the lending of books and other materials, both to state government employees and to other libraries through interlibrary loan. Information Services also administers the South Carolina State Documents Depository Program, which ensures local citizens access to state government publications. The South Carolina documents collection is the world’s largest repository of official South Carolina state publications.

Collection Management Services acquires, catalogs, classifies, and makes available all materials used in the library program. It coordinates and implements activities related to preservation of library materials to prolong the life span of the collection. It also maintains the library’s collection as well as the online database. Staff is available to provide consultant services to technical services staffs in public libraries.

Network Services operates the South Carolina Library Network through the maintenance of a computer-based library network and communications system that facilitates sharing of library resources and services. It maintains all aspects of the library’s automated integrated library computer system. Network Services staff provide consultation to public library computer support staffs (particularly staffs of small and medium sized libraries where many have no formally trained automation professionals) and guide public libraries through the E-rate (discounted telecommunications rate) applications process.

Library Services provides the infrastructure for all State Library programs. It is critical to the overall success of the agency and that of libraries across South Carolina.

E. Percentage that Priority 2 of 3 is of the Agency’s Total Budget 9%

TOP THREE PRIORITIES (Core Mission)

- A. Agency Name and Number: SC State Library H87
- B. Priority Number 3 of 3
- C. Program:

TALKING BOOK SERVICES

Program Description:

The South Carolina State Library is authorized under Title 60, Code of Laws of South Carolina 1976. Talking Book Services is authorized under 60-1-120 (library Services to be rendered to blind and physically handicapped readers).

- D. Detailed Justification for Ranking:

Talking Book Services provides library service to individuals who are unable to use conventional print materials due to blindness or other physical disabilities. Reading materials are provided in special formats (recorded, large print, and Braille). This is a very important service for the more than 8,000 South Carolinians throughout the state who use it. Users surveys of this readership have revealed that the majority relies exclusively on the Talking Book Services program as their only library. Because of their need for specially formatted materials, these citizens are severely limited in their ability to purchase materials at bookstores like the general public. Also, as it is commonly known, the disability population is more likely than other groups to have very high unemployment, and thus less disposable income, than other population groups. Without the Talking Book Services program, many in this constituent group would have little or no access to library materials.

Talking Books Services is only ranked as our third priority because, while it is a statewide program, it serves a very targeted and specialized the number of people—a number that falls below that of the Library Development and Library Services programs. However, for those using this vital service, it is priority number one.

E. Percentage that Priority 3 of 3 is of the Agency's Total Budget: less than 1%

FY 2004-05
3% REDUCTION ASSESSMENT

AGENCY NAME AND NUMBER SC STATE LIBRARY (H87)

A. EXPLANATION OF REDUCTION IMPACT:

A 3% cut would reduce the State Library's general fund appropriation by \$200,994, leaving the agency to operate with a general fund appropriation of only \$6,498,821. Aid to county libraries totals approximately 64.5% of the agency's state budget, leaving only 35.5% for State Library operations. With agency fixed charges, which can not bear its portion of the cut, totalling approximately 14% of the state budget, the State Library is left with minimal choices. With the 3% cut, the State Library would reduce its budget proportionately between aid to county libraries and State Library operations. The State Library would transfer one (1) additional FTE from state to federal funds, contributing \$65,846 to the cut. The position would be that of the continuing education coordinator. Continuing education is an integral part of the State Library's overall program, which has taken on greater importance due to the increased use of technology. Training and staff development is essential to ensure adequate professional staffing of the state's public libraries and to ensure properly trained and informed library trustee boards. \$5,600 would come from State Library operating costs. For the balance of the cut, the State Library would reduce aid to county libraries by \$129,548. Per capita aid would drop from \$1.00 to \$0.96 with a minimum grant of \$40,000 per county.

B: PROGRAMMATIC IMPACT (DESCRIBE IMPACT FOR EACH PROGRAM AFFECTED INCLUDING THE IMPACT ON CUSTOMERS AND CLIENTS):

The State Library would rely more on federal funds for staffing. This action would increase the number of federally funded FTEs to 15, 30% of the agency's authorized FTEs. More telling, it would be 38% of the current funded positions. More dollars spent in support of agency operations results in fewer dollars available for grants to libraries. Further, the need for additional aid to county libraries was set out under Budget Priority Number 2. Greater reductions in aid to county libraries will exacerbate an already serious detrimental situation.

FY 2004-05
3% REDUCTION SUMMARY

AGENCY NAME AND NUMBER: SC STATE LIBRARY (H87)

ITEM No	PROGRAM NAME	PROGRAM NUMBER	STATE		FEDERAL		OTHER	
			NUMBER OF POSITIONS	AMOUNT	NUMBER OF POSITIONS	AMOUNT	NUMBER OF POSITIONS	AMOUNT
III.	LIBRARY SERVICES	30000000	(.)	5,600	(.)		(.)	
IV.	LIBRARY DEVELOPMENT	35010000	(1.)	182,225	(.)		(.)	
V.	EMPLOYEE BENEFITS	95050000	(.)	13,169	(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
TOTAL REDUCTION			(1.)	200,994	(.)	0	(.)	0

FY 2004-05
5% REDUCTION ASSESSMENT

AGENCY NAME AND NUMBER SC STATE LIBRARY (H87)

A. EXPLANATION OF REDUCTION IMPACT:

A 5% cut would reduce the State Library's general fund appropriation by \$334,991, leaving the agency to operate with a general fund appropriation of only \$6,432,499. Aid to county libraries totals approximately 64.5% of the agency's state budget, leaving only 35.5% for State Library operations. With agency fixed charges, which can not bear its portion of the cut, totalling approximately 14% of the state budget, the State Library is left with minimal choices. With the 5% cut, the State Library would no longer be able to reduce its budget proportionately between aid to county libraries and State Library operations and still support library functions. The State Library would transfer one (1) additional FTE from state to federal funds, contributing \$65,846 to the cut. The position would be that of the continuing education coordinator. Continuing education is an integral part of the State Library's overall program, which has taken on greater importance due to the increased use of technology. Training and staff development is essential to ensure adequate professional staffing of the state's public libraries and to ensure properly public libraries and to ensure properly trained and infomed library trustee boards. \$5,600 would come from State Library operating costs. For the balance of the cut, the State Library would reduce aid to county libraries by \$263,545. Per capita aid would drop from \$1.00 to \$0.92 with a minimum grant of \$40,000

B: PROGRAMMATIC IMPACT (DESCRIBE IMPACT FOR EACH PROGRAM AFFECTED INCLUDING THE IMPACT ON CUSTOMERS AND CLIENTS):

The State Library would rely more on federal funds for staffing. This action would increase the number of federally funded FTEs to 15, 30% of the agency's authorized FTEs. More telling, it would be 38% of the current funded positions. More dollars spent in support of agency operations results in fewer dollars available for grants to libraries. Further, the need for additional aid to county libraries was set out under Budget Priority Number 2. Greater reductions in aid to county libraries will exacerbate an already serious detrimental situation.

FY 2004-05
5% REDUCTION SUMMARY

AGENCY NAME AND NUMBER: SC STATE LIBRARY (H87)

ITEM No	PROGRAM NAME	PROGRAM NUMBER	STATE		FEDERAL		OTHER	
			NUMBER OF POSITIONS	AMOUNT	NUMBER OF POSITIONS	AMOUNT	NUMBER OF POSITIONS	AMOUNT
III.	LIBRARY SERVICES	30000000	(.)	5,600	(.)		(.)	
IV.	LIBRARY DEVELOPMENT	35010000	(1.)	316,222	(.)		(.)	
V.	EMPLOYEE BENEFITS	95050000	(.)	13,169	(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
TOTAL REDUCTION			(1.)	334,991	(.)	0	(.)	0

FY 2004-05
7% REDUCTION ASSESSMENT

AGENCY NAME AND NUMBER SC STATE LIBRARY (H87)

A. EXPLANATION OF REDUCTION IMPACT:

A 7% cut would reduce the State Library's general fund appropriation by \$468,987, leaving the agency to operate with a general fund appropriation of only \$6,230,828. Aid to county libraries totals approximately 64.5% of the agency's state budget, leaving only 35.5% for State Library operations. With agency fixed charges, which can not bear its portion of the cut, totalling approximately 14% of the state budget, the State Library is left with minimal choices. With the 7% cut, the State Library would no longer be able to reduce its budget proportionately between aid to county libraries and State Library operations and still support library functions. The State Library would transfer one (1) additional FTE from state to federal funds, contributing \$65,846 to the cut. The position would be that of the continuing education coordinator. Continuing education is an integral part of the State Library's overall program, which has taken on greater importance due to the increased use of technology. Training and staff development is essential to ensure adequate professional staffing of the state's public libraries and to ensure properly public libraries and to ensure properly trained and infomed library trustee boards. \$5,600 would come from State Library operating costs. For the balance of the cut, the State Library would reduce aid to county libraries by \$397,541. Per capita aid would drop from \$1.00 to \$0.88 with a minimum grant of \$40,000

B: PROGRAMMATIC IMPACT (DESCRIBE IMPACT FOR EACH PROGRAM AFFECTED INCLUDING THE IMPACT ON CUSTOMERS AND CLIENTS):

The State Library would rely more on federal funds for staffing. This action would increase the number of federally funded FTEs to 15, 30% of the agency's authorized FTEs. More telling, it would be 38% of the current funded positions. More dollars spent in support of agency operations results in fewer dollars available for grants to libraries. Further, the need for additional aid to county libraries was set out under Budget Priority Number 2. Greater reductions in aid to county libraries will exacerbate an already serious detrimental situation.

FY 2004-05
7% REDUCTION SUMMARY

AGENCY NAME AND NUMBER: SC STATE LIBRARY (H87)

ITEM No	PROGRAM NAME	PROGRAM NUMBER	STATE		FEDERAL		OTHER	
			NUMBER OF POSITIONS	AMOUNT	NUMBER OF POSITIONS	AMOUNT	NUMBER OF POSITIONS	AMOUNT
III.	LIBRARY SERVICES	30000000	(.)	5,600	(.)		(.)	
IV.	LIBRARY DEVELOPMENT	35010000	(1.)	450,218	(.)		(.)	
V.	EMPLOYEE BENEFITS	95050000	(.)	13,169	(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
			(.)		(.)		(.)	
TOTAL REDUCTION			(1.)	468,987	(.)	0	(.)	0